

2 inch top margin

Size 14 font, in bold, and in all CAPS

## **EXAMPLE OUTLINE FORMATTING**

### 1) INTRODUCTION

In all CAPS & blank line above and below

- a) Main headings are identified by a number – ex. 1)
- b) Are typed in all capital letters
- c) Have a blank line above and below

### 2) SUBHEADINGS

- a) Are identified by a letter – ex. a)
- b) Are single spaced or no blank lines between

Single spaced &  
indented under main heading

### 3) OTHER ITEMS

- a) Are identified by a roman numeral – ex. i)
  - i) They are indented under the subheading like shown
  - ii) Are single spaced or no blank lines between

Single spaced &  
indented under subheading